



# What A Federal Employee Should Do When Injured at Work

## Report to Supervisor

Every job-related injury should be reported immediately to your supervisor. Injury also means any illness or disease that is caused or aggravated by the employment as well as damage to medical braces, artificial limbs and other prosthetic devices.

## Obtain Medical Care

Request your supervisor to authorize medical treatment by use of form CA-16. Such authorization should be issued within 4 hours of your request for medical treatment and is valid for 60 days from date of issue unless otherwise terminated by the Office of Workers' Compensation Programs. You may initially select a local Federal medical officer/hospital, if available, or a local private physician/hospital to provide necessary treatment. Emergency treatment may be obtained without prior authorization. Take the form CA-16 and form OWCP-1500a (also available from your employer) to the physician you select. The form OWCP-1500a, also known as form HCFA 1500, is the billing form physicians must use to submit bills to OWCP.

## File Written Notice

In traumatic injuries, complete the employee's portion of Form CA-1. The form should be obtained from your employing agency, completed and returned to them within 2 working days following the injury. No Continuation of Pay will be authorized if the form is filed more than 30 calendar days following the injury; however, claim for compensation may be valid if filed within 3 years following the injury. Use Form CA-2 instead of Form CA-1 if disability results from an occupational disease. For more detailed information carefully read the "Benefits . . ." and "Instructions . . ." sheets which are attached to the Forms CA-1 and CA-2.

## Obtain Receipt of Notice

A "Receipt" of Notice of Injury is attached to each Form CA-1 and Form CA-2. Your supervisor should complete the receipt and return it to you for your personal records.

## Select Leave or Continuation of Pay

If disabled due to traumatic injury, you may use leave, or request continuation of pay, not to exceed 45 calendar days. Thereafter compensation is claimed on Form CA-7. If disabled due to occupational disease, you may use leave, or claim compensation on Form CA-7.

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The Federal Employees' Compensation Act (FECA) is administered by the U.S. Department of Labor, Employment Standards Administration, Office of Workers' Compensation Programs (OWCP). Benefits include continuation of pay for traumatic injuries, compensation for wage loss, medical care and other assistance for job-related injury or death. For additional information about the FECA, read pamphlet CA-11, "When Injured at Work" (Rev. 8/85), available from your employing agency. The agency will also give you the address of the OWCP Office which services your area.

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## Post on Employees' Bulletin Board

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### U.S. Department of Labor

Employment Standards Administration  
Office of Workers' Compensation Programs